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16 April 1973

**MEMORANDUM FOR: Inspector General - EEO**

**THROUGH : Deputy Director of Personnel for  
Recruitment and Placement  
Director of Personnel**

**SUBJECT : Memorandum for ADD/I from D/DCS;  
Subject: "Identification of Blacks  
Interested in Agency Professional  
Employment;" dated 8 March 1973**

**Mr. Davis:**

You have asked me to comment on subject paper as it bears generally on the Agency's attempt to increase its population of black professional employees and specifically on efforts made by OP/Recruitment Division to meet this requirement.

Referenced memorandum relates, of course, to a lengthy conversation between D/DCS and Mr. Henry Parks, Jr., a very prominent black businessman.

Mr. Parks reported his own difficulty in attracting qualified black candidates, notwithstanding his own racial background. The reasons for this are indeed valid; our own experience is similar. We are "The Establishment" (conceivably this Agency is thought of as the ultimate form of "The Establishment").

Mr. Parks made several recommendations and they are sound ones. However, most of them are recommendations that Recruitment Division has already implemented.

Recommendation No. 1. The employment of a qualified black to recruit blacks. We already have such a person in [ ] a six-year employee of the Agency who served in the DDC and is a graduate of the Career Training Program. He has enjoyed some success in identifying qualified blacks but has reported that our competitive position for the outstanding black is not good.

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**Recommendation No. 2. The enlistment of support by prominent black leaders and black organizations. We have already established relationships with both of the organizations named by Mr. Parks. In the case of the National Urban League, [REDACTED] Agency Coordinator for Cooperative Programs, has been in contact with NUL and is attempting to bring on board summer interns nominated by NUL.**

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In addition, Recruitment Division has been cooperating with the Washington Chapter of the National Urban League in their so-called "School to Industry Program". On at least two occasions within the past year a representative of RD has participated in NUL-sponsored workshops designed just to give employers an opportunity to describe employment opportunities to the guidance counselors of all the Washington, D.C. high schools and, secondly, to allow potential employers to outline for the guidance counselors what their difficulties are in trying to employ graduates of the D.C. schools. In other words, what are the shortcomings of the D.C. schools that mitigate against the employment of black high school graduates. Ultimately, it came down to "communication", the inadequate preparation in English (reading, writing, and speaking) as it reflected in the inability to pass aptitude tests. With the cooperation of OMS/Psychological Services Staff, we presented the NUL with samples of the vocabulary portions of our clerical employment tests. These samples were reproduced by NUL and made available to the District Schools with a view to upgrading student vocabulary levels.

Recruitment Division has been in contact with the Washington office of Opportunities Industrialization Center (OIC) for a number of years. OIC, in fact, specializes in training the unskilled in crafts (printing, carpentry, masonry as well as clerical skills). Most often their students are rehabilitation cases (former convicts, unwed mothers, etc.). Several years ago we arranged a meeting between an OIC representative and [REDACTED] OL/Printing Services Division. [REDACTED] expressed interest in OIC-trained offset pressmen and printer-trainees if they could meet Agency

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medical and security standards. To our certain knowledge no referrals of printers have been made by OIC, presumably because of the problem noted above.

More recently, Recruitment Division considered a number OIC-trained clerical candidates for our so-called "Upward Mobility Program" (an annual recruitment of 10/12 underqualified, culturally deprived students who are hired by the Agency and trained by the Civil Service Commission before assignment in routine clerical positions). One or two clerical employees from OIC entered on duty in this fashion.

Recommendation No. 3. Mr. Parks suggested that enlisting the cooperation of the respected black news media could enhance the image of the Agency. I think this is an excellent suggestion.

We have placed advertisements in the Baltimore Afro-American newspapers (semiannual Career Supplements) for two years now. The results have been minimal. We have also considered advertisements in the other publications Mr. Parks mentioned; Tuesday and Ebony. I doubt they would prove any more effective.

What Mr. Parks is proposing is the placement of well-written articles concerning the Agency in one or more of these publications. It would seem to me that such articles could be written by black Agency professional employees recounting their own experiences in the Agency and suggesting that a rewarding career is available in the Agency to qualified blacks. I think immediately of such employees as [redacted] in DDI/OSR, [redacted] DDM&S/OP, [redacted] DDI/OER and [redacted] DDI/OCI. All of them have been exceedingly helpful and cooperative in our black recruitment effort. Their time permitting, it might be appropriate that they be asked to write such

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articles and then we could avail ourselves of Mr. Parks' offer to assist in their publication in appropriate newspapers and magazines.

Chief, Recruitment Division

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cc: D/Pers  
DD/Pers/R&P

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RD/ (16 Apr 73)

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